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Solicitations open to: Afghan Nationals Only

Position Title: Development Program Specialist (Budget)

Type of vacancy: Multiple

Opening date: July 17, 2017

Closing date: July 30, 2017

Work hours: 40 hours (Full time)

Position Grade: FSN-10

Vacancy announcement #: USAID/306/17/42/OEG

Female candidates are strongly encouraged to apply

The United States Government (USG), represented by the U.S. Agency for International Development (USAID) Mission in Afghanistan, is seeking applications from qualified Afghan Nationals to perform duties as a **Development Program Specialist (Budget)** under a personal services contract, as described in this solicitation.

BASIC FUNCTION OF THE POSITION:

The Development Program Specialist (Budget) serves as a member of the Office of Economic Growth (OEG) and works under direct supervision of the Program Management Unit Lead. The incumbent is responsible for analyzing, managing and evaluating the OEG budgets, reports, financial plans, mortgages, pipelines, and other items that support USAID/Afghanistan initiatives promoting Economic Growth programming. The incumbent serves as the primary financial and budget management specialist and may serve as a program manager, Agreement/Contracting Officer Representative (A/COR) as necessary. Work involves the full range of consultative, advisory, monitoring, management, data collection, analysis and evaluative services to support effective budget management.

MAJOR DUTIES AND RESPONSIBILITIES:

Program Budget and Financial Management:

The incumbent is responsible for the overall management of OEG's program budget. This includes the preparation of program budget, monitoring obligation status, ensuring adequate documentation, monitoring forward funding compliance, and allocating adequate funding for program and program support. The incumbent participates in formulating the operational plan budget for all implementing mechanisms, program design and learning, and administration and oversight in line with earmarks, initiatives and directives; performs financial analyses; prepares the financial accounting and reporting aspects of project design, implementation, modification, and close-out.

The incumbent will be responsible for coordinating with the Office of Financial Management (OFM) to lead the pipeline reviews and follow-up decisions made during the reviews. The incumbent also provides significant comments and suggestions on the team's pipelines according to forward funding policies found in the USAID Automated Directives System (ADS).

The incumbent is responsible for coordinating with the Office of Program and Project

Development (OPPD) and the Office of Financial Management to ensure timely compilation of the quarterly accrual estimates, and tracking funds for activities implemented by partner organizations related to assigned areas of responsibility. The incumbent also provides programmatic recommendations on the use of un-subcommitted balances for on-going or new activities and ensures that budget allocations are made in accordance to the procurement and obligation plans by providing the appropriate fiscal data to be used for new and existing projects. The incumbent is an advisor on pertinent regulations that apply to the use of USAID/Afghanistan funds by source, type, and duration.

Budget Requisition, Planning, Notification, and Obligation:

The basic function of this position is to support the OEG team on program budget planning, management and program development matters. In this capacity the incumbent will be managing the overall \$640 million portfolio budget.

In coordination with the (OPPD) budget team, the incumbent is responsible for the overall management of the OEG program budget tracking and reporting. This includes the preparation of cross-cutting program budgets and other essential budget support for both Mission level planning documents (e.g., Project Appraisal Documents [PAD], pipeline reviews, accrual reports, portfolio reviews, procurement plans) and reporting as requested by the headquarters in Washington, DC (e.g., Operation Plans [OP], Mission Resource Requests [MRR], and the Performance Plan and Report [PPR]).

In particular, the incumbent is directly responsible for the OEG budget through obligation plans and other tools. The incumbent advises Development Objective (DO) teams on allocations of Administration and Oversight (A&O) and Program Design and Learning (PD&L) costs; tracks other program support funds in line with earmarks, initiatives, and directives. The incumbent is responsible for organizing and leading quarterly pipeline reviews and for managing timely follow-up on decisions made during these sessions with the financial management office, and for developing, maintaining, updating, and executing the procurement plan in close collaboration with the Office of Acquisition and Assistance (OAA). The incumbent is also responsible for coordinating with the OEG team in the preparation of financial plans for the Missions Strategic Objective Agreement (SOAG) with the host government, including regularly communicating with relevant technical offices and reconciling budget and financial data with OFM. In addition, the incumbent advises teams through all aspects of program and activity design, including preparation of necessary feasibility studies and design documents, and ensures that such design efforts are carried out in conformity with U.S. Government statutes, USAID policies and regulations, and sound management practices. The incumbent manages field support budget reconciliations and is responsible for committing crosscutting resources, along with the Program Management Unit Lead.

Support for Performance Management and Reporting:

The incumbent provides management support for portfolio reviews. This helps to reduce the time the OEG teams spend on portfolio review preparation by ensuring that all OEG teams have their respective budget data, know the format requirements, and have examples of well documented portfolio reviews to work from. The incumbent also assists the Project Development Officers (PDO) in scheduling reviews, collecting issues post-review and providing teams with feedback in a timely fashion. The incumbent will coordinate with OEG to provide draft responses to information requests from outside agencies; responds to requests for information from Mission Management, the OEG teams, USAID/Washington and Audit. Audit.

Program Management and Activity Design:

The incumbent works within the OEG office to provide guidance through all aspects of program and activity design, budget implications, forecast and projections including preparation of necessary feasibility studies and design documents, and ensures that such design efforts are carried out in conformity with statutes, USAID/Afghanistan policies and regulations, and sound management practices.

The incumbent contributes to the design of activities (Concept Papers, Project Approval Documents, and the Action Memos for Mission Director Approval through the Office Director), and related program descriptions and statements of work. In this capacity the incumbent is responsible for coordinating with OEG team for developing a design schedule, assisting in designing new activities, organizing appropriate reviews of work of design teams, and ensuring that program design documents include all the required sections and analyses in conformity with U.S. Government statutes, USAID/Afghanistan policies and ADS requirements.

The incumbent tracks and manages all activities through the project design, budgeting, and reporting phases for the Office; monitors implementation of project activities, including compliance in meeting commitments and sub obligations specified in the SOAG and implementation letters, conformity of operations with U.S. and host government laws, statutes, controls, and regulations and policy guidelines specified by USAID/Afghanistan.

The incumbent assists with the preparation of program reports such as the Operational Plan (OP), Mortgage Analysis Template, Quarterly Financial Review (QFR), other financial reports, Performance Plan and Report (PPR), Performance Management Plan (PMP) indicators on a quarterly or annual basis.

REQUIRED QUALIFICATIONS:

Education: Bachelor Degree in Financial Management, Accounting, Business Administration, Management Studies, Statistics or Economics is required. (Education requirement must be met at the time of application for the subject position).

Experience: A minimum of five years of progressively responsible experience in project development, project budget planning, project cycle and budget cycle management that includes analysis and interpretation of policies, procedures, program budget data analysis with governmental, non-governmental, bi-lateral or multi-lateral donor is required. (Work experience requirement must be met at the time of application for the subject position).

Language Proficiency: Level IV (Fluent) speaking/reading of English language and Level IV (Fluent) speaking/reading of Dari and/or Pashto is required. (English language proficiency level will be tested)

Job Knowledge: The incumbent should have demonstrated familiarity with budget planning and management, program management; and knowledge of host government development perspectives, objectives and priorities. The incumbent must have competency in using MS Office suite, complex excel formulas and computations. The incumbent must have knowledge of the function and operation of foreign aid programs program design, budget management and implementation principles, budget and program cycle with a thorough understanding of development planning and required coordination.

Skills and Abilities: This position requires strong operational, analytical, and managerial skills, as well as strong interpersonal skills. The incumbent should be able to work effectively with superiors, subordinates, colleagues and partners - both inside and outside the Mission. The incumbent must have good written and oral communication skills and be able to provide sound professional advice to senior Mission staff, as necessary. The incumbent must also have intermediate to advanced skills using MS Excel, as demonstrated through prior work experience. The incumbent must have the ability to work independently, and as a team member, in carrying out the duties described above.

HOW TO APPLY:

Applicants are requested to submit a complete application package which must include all required documents to AFPAKjobs@usaid.gov with a **Subject line: Development Program Specialist (Budget) (OEG 1742).**

ANY/ALL application submissions after the closing date of July 30, 2017 will not be considered.

REQUIRED DOCUMENTS:

1. Cover memo/email text that outlines how your qualifications and experience meet the selection criteria;
2. Application for Employment as a Locally Employed Staff (DS-174)
<http://photos.state.gov/libraries/afghanistan/941877/jobs/DS-174.doc>
<http://www.state.gov/documents/organization/136408.pdf> (A copy of the DS-174 form can also be downloaded from ACBAR.org under this link <http://www.acbar.org/applicationform>. Applicants who are accessing this solicitation through jobs.af can download directly from the website); AND
3. A current resume or a curriculum vitae.

IMPORTANT:

IN ORDER TO HAVE YOUR APPLICATION CONSIDERED, YOU MUST SUBMIT ALL THREE REQUIRED DOCUMENTS. IF YOU OMIT ANY OF THE REQUIRED DOCUMENTS, COVER PAGE, CV or DS-174 FORM, YOUR APPLICATION WILL NOT BE CONSIDERED.

Note:

- Ø Only short-listed candidates will be notified.
- Ø This vacancy is open only to Afghan Nationals.
- Ø Applications with insufficient, incomplete and inconsistent information to make a determination will not be considered.
- Ø No in-person appointments or telephone calls will be entertained.
- Ø Applications submitted as .RAR file will not be accepted by the system
- Ø Candidates who are applying for this position must fully meet the education requirement (graduated and degree and/or diploma already received) as specified. At the time of applications, candidates must also meet in full the experience requirement. There is no exception for these requirements.
- Ø Short-listed candidates will be requested to provide educational documents such as degrees, diplomas, certificates and other pertinent documents as needed. Failure to provide the required documentation will result the rejection of their application from further consideration.
- Ø The Agency retains the full right to cancel or amend the solicitation and associated actions.

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